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MEMORANDUM FOR: Director of Communications

SUBJECT : Requirements for Records Center Expansion

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1. This office is exploring the possibility of expanding the Agency Archives and Records Center; [] At present an engineering Feasibility Study is being conducted.

2. In this proposed expansion there exist two areas of interest that will probably impinge upon Office of Communications plans. The first, of course, is the building location on a site under your jurisdiction and the other concerns communication and equipment and is as yet quite ambiguous as detailed in the attached memorandum which we are sending to the Information Processing Coordinators.

3. With regard to the physical location of the building, we have been meeting with the [] I will appreciate receiving your comments on the communications considerations and any additional thoughts you may wish to advance relative to the future possibilities raised in the attached memorandum.

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Chief
Support Services Staff

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